



# PROPOSAL FOR ACCESS DETERMINATION

The *State Records Act, 1997* requires each agency to make a determination, in consultation with the Director State Records, on when the public can access the records that the agency has transferred to the custody of State Records.

Please send this completed form either by  
email to [srsaCollectionManagement@sa.gov.au](mailto:srsaCollectionManagement@sa.gov.au) or by  
fax to (08) 8260 6133 and mark it:

**Attention: Collection Management Archivist  
State Records of South Australia**

## **Notes for Completing the Form**

Agencies should retain a copy of completed forms and any accompanying documentation.

### **1. Government Agency No. (GA) and Name of Agency Proposing Access Determination**

State the Government Agency No. (GA) and current name of the agency that is responsible for the records to which the access determination relates.

### **2. Address of Agency Proposing Access Determination**

State the physical and postal address of the responsible agency.

### **3. Agency Contact Officer**

Provide the full name of the relevant Agency Contact Officer.

### **4. Agency Contact Officer Position**

State the title of the position of the Agency Contact Officer.

### **5. Agency Contact Officer Telephone Number**

State the telephone number of the Agency Contact Officer.

### **6. Series & Consignment No**

State the reference number allocated by State Records to which the access determination relates. This includes both the series registration number and the consignment number, eg GRS7835/3 where 7835 is the series number and 3 is the number for that particular consignment. If it is a new series, leave the space blank.

### **7. Series Title, System of Arrangement & Date Range**

State the series title and date range, eg Correspondence Files (series title), Annual Single Number (system of arrangement), 1910-1975 (date range).

### **8. Certificate of Senior Agency Representative**

The signatory to the certificate of agency representative should be a member of senior management in the agency, authorised to act for the agency over public access to the records.

### **9. Public Access Determination**

Please refer to the *Public Access Determinations Guideline* available at State Records website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)) to determine which box to appropriately tick. Do not tick more than one category. Where legislation directs a particular determination please indicate in the space provided.